

**CLASS TITLE: SENIOR FRAUD INTERNAL AUDITOR II (DOA)**

**Class Code: 02642103**

**Pay Grade: 33A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Office of Internal Audit at the Department of Administration (DOA), to be responsible for evaluating the circumstances of the most complex cases of suspected fraud and make recommendations about future measures; to collaborate with different institutions including law enforcement agencies, state department and agencies, insurance companies, or others as necessary; to investigate the most highly complex cases of fraud, involving state benefit programs or use of state or federal funds; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed periodically in process and upon completion for conformance to rules, regulations, procedures and for the application of best practices.

**SUPERVISION EXERCISED:** Serves as fraud investigator-in-charge by coordinating and reviewing the work of professional fraud auditors on a regular basis as well as for providing training, technical guidance/direction and assistance on a regular or assigned basis.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Office of Internal Audit at the Department of Administration (DOA), to be responsible for evaluating the circumstances of the most highly complex cases of suspected fraud and make recommendations about future measures.

To collaborate with different institutions including law enforcement agencies, state department and agencies, insurance companies, or others as necessary.

To investigate the most highly complex cases of fraud, involving state benefit programs or use of state or federal funds.

To assist a supervisor(s) with fraud audit planning by establishing the overall audit strategy for the engagement and developing an audit plan, which includes, in particular, planned risk assessment procedures and planned responses to the risks of material misstatement.

To work directly with and to oversee the work completed by contractors and vendors.

To investigate highly complex cases of suspected fraud events and reduce potential loss exposure by being compliant with applicable policies and procedures.

To conduct complex analyses and research of account activity to assess levels of risk and detect fraudulent activity by using resources, policies and procedures to evaluate leads.

To create and/or review detection reports that monitor suspicious activity.

To provide guidance to business partners or other auditors to ensure appropriate actions are taken to mitigate losses and loss exposure.

To interview victims, witnesses, complainants, suspects and employers in order to obtain case details.

To research transactions and records, present investigation results and testify in court.

To create and submit appropriate internal and external reporting of suspicious/fraudulent activity.

To assist other Fraud Investigators with daily tasks as necessary to keep department responsibilities and deadlines within service level agreements.

To assist with providing feedback to enhance departmental procedures.

To assist with the coordination of internal compliance validation testing for various departmental risk and fraud processes.

To attend and participate in meetings and projects, as needed and as requested by management.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of investigative techniques and practices; a thorough knowledge of the principles of corporation and governmental finance; the ability to interpret applicable state and federal laws, rules and regulations; a thorough knowledge of interviewing techniques and procedures; a thorough knowledge of auditing practices and procedures; advanced skill in utilizing computer-assisted auditing techniques; a thorough knowledge of information systems technology, operations and applications; the ability to gather, analyze and evaluate technical and financial data; the ability to interpret program laws, rules and regulations; the ability to write clear, concise reports, work papers, analysis summaries, and recommendations; ability to recognize deficiencies in accounting, compliance and management controls; the ability to communicate effectively both verbally and in writing; the ability to oversee, coach, and train a staff of fraud investigators; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a Bachelor's or Master's Degree in Accounting or Criminal Justice from an institution of recognized standing; and

**Experience:** A minimum of at least five (5) years of progressive experience in the field of fraud investigation.

## **SPECIAL REQUIREMENTS:**

- 1) At the time of appointment, must possess a valid driver's license and must maintain such license as a condition of employment.
- 2) At the time of appointment, must possess a relevant professional certification including but not limited to a Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE), and must maintain certification as a condition of employment.

Class Created: February 17, 2019